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17 JUL 1963

MEMORANDUM FOR: Chief, Finance Division
Acting Chief, Fiscal Division
Chief, Industrial Contract Audit Division
Chief, Technical Accounting Staff

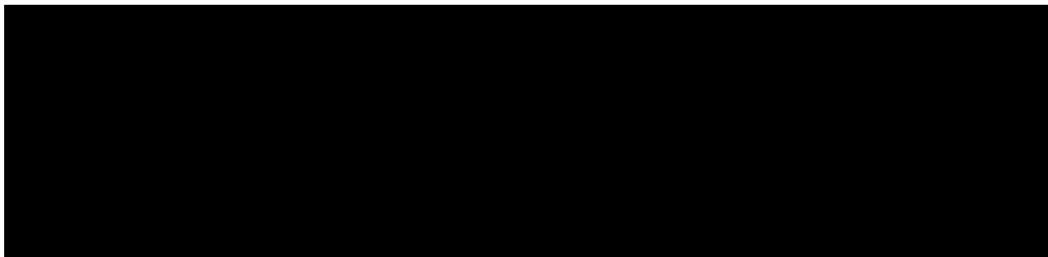
SUBJECT : Distribution of and Preparation of Replies to Audit Reports
REFERENCE : My memorandum dated 19-June 1963, same subject

1. Based upon further consideration of this subject, revised guidelines for the distribution of audit reports received by the Office of the Comptroller shall be as follows:

- a. Audit reports on overseas stations and on Finance Division will be distributed to the Finance Division.
- b. Audit reports on the Fiscal Division and on [REDACTED] will be distributed to the Fiscal Division.
- c. Audit reports on other divisions of this Office will be distributed to the affected division.

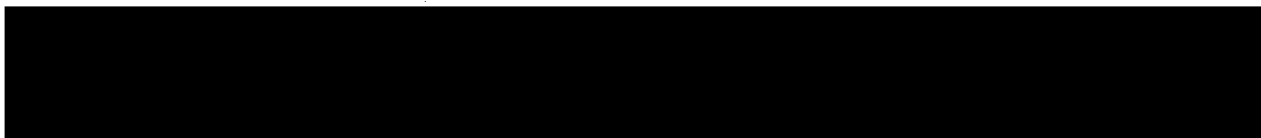
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- e. Audit reports on miscellaneous activities such as the Credit Union, GEHA, Director's Mess, etc. will be distributed to the Technical Accounting Staff.

2. Accounting policy and procedural matters of concern to the Technical Accounting Staff included in audit reports directed to the Finance Division, Fiscal Division, or other divisions will be referred by the division receiving the audit report to the Technical Accounting Staff for appropriate action.



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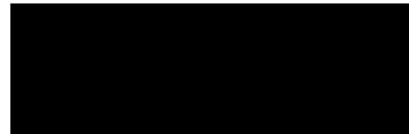
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4. Replies to Chief, Audit Staff for audit reports on the divisions of this Office will be prepared, when required, for the signature of the Deputy Comptroller. Normally a single reply will be prepared for each such audit report. If the report contains matters of concern to more than one Division or Staff, the reply will be prepared by the Division covered by the audit report; suggested language for replies regarding matters of concern to other components will be obtained from such other components for inclusion in the overall reply.

5. Any necessary correspondence relating to reports described in paragraphs 1d and e, above, will be prepared for signature of the Deputy Comptroller, Chief, Finance Division, or Chief, Technical Accounting Staff, as appropriate in the particular circumstances.

6. This memorandum supersedes reference.



Deputy Comptroller

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